



**DEPARTMENT OF THE ARMY**  
**INSTALLATION MANAGEMENT COMMAND**  
**EUROPE REGION**  
**UNIT 29353, BOX 200**  
**APO AE 09014-0200**

IMEU-HRD-R

14 Nov 06

**MEMORANDUM FOR UNITED STATES ARMY GARRISONS**

**SUBJECT: Records Management Procedures: Inactivation, Disposal of Documents**

**1. References:**

a. AE 25-400-2, Army in Europe Record Information Management, website: <https://www.aeaim.hqusareur.army.mil/library/>.

b. AR 25-400-2, The Army Records Information Management System, website: [https://aepubs.army.mil/ae/public/aepubs\\_main.asp](https://aepubs.army.mil/ae/public/aepubs_main.asp).

c. Army Record Information Management System Users Guide, ARIMS website: <https://www.arims.army.mil/>.

**2. Unit office records lists (ORL) must be up to date and approved. The approved ORL will provide the unit with specific record disposition instructions.**

a. Transfer permanent and "T" coded records, and those with remaining retention periods, to the Army in Europe Records Holding Area (AERHA), chapter 9 of reference 1b provides procedures.

b. Destroy "K" coded records when retention period has expired or when the record is no longer needed for business, chapter 7 of reference 1b provides procedures.

**3. Use only official record containers (NSN 8115-00-117-8249) to pack records intended for shipments to the AERHA. Prepare file labels and SF 135s (Record Transmittal and Receipt) with the automated tools provided in the ARIMS. Servicing records manager will approve all SF 135 to make sure records are properly prepared for shipment to the OCRHA.**

a. Reproduce 3 copies of the original completed SF 135.

b. Include the original SF 135 in the records container (NSN 8115-00-117-8249).

IMEU-HRD-R

SUBJECT: RECORDS MANAGEMENT PROCEDURES, INACTIVATION, DISPOSAL OF DOCUMENTS

- c. Send one copy of the SF 135 the AERHA for notification of a record shipment.
  - d. Keep one copy of the SF 135 for the originator.
  - e. One copy for the Records Manager approving the shipment.
  - f. Ship the records to:  
Army in Europe Records Holding Area  
Unit 29955  
APO AE 09086-9955.
5. The POC is the undersigned, DSN 381-7954, e-mail: [Werner.lanweige@imcom-europe.army.mil](mailto:Werner.lanweige@imcom-europe.army.mil).

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